

TOWN OF ELMA PLANNING BOARD
1600 Bowen Road, Elma, New York 140
Phone: 716-652-3260

MINUTES OF REGULAR MEETING ~June 17, 2025

The Regular Meeting of the Town of Elma Planning Board, hereinafter referred to as the EPB, was held on Tuesday, June 17, 2025, at 6:55 PM in the Elma Town Hall at 1600 Bowen Road, Elma, New York.

PRESENT:

*Chairman Michael Cirocco
Member Michael Cleary
Member James Millard
Member Charles Putzbach
Member Robert Waver
Alternate James Lembke*

ABSENT:

*Member Gregory Merkle
Phyllis Todoro - Town Attorney
Raymond Balcerzak - Asst Building Inspector*

TOWN REPRESENTATIVES PRESENT:

James Wyzykiewicz – Town Engineer

I. Approval of Regular Meeting Minutes from May 20, 2025

Mr. Cleary motioned to approve the Minutes of the EPB Regular Meeting held on May 20, 2025. Mr. Lembke 2nd motion. Motion approved.

II. Site Plan Review for a parking lot and pavilion for Great Lakes Building Systems @ 3031 Transit Rd **Applicant- John Wojdan**

Mr. John Wojdan and Mr. Tim Shevlin were present to discuss the proposed pavilion

1. The project was previously reviewed as a sketch plan review, The EPB gave preliminary approval and provided a list of items to be addressed.
2. The applicant bought the adjacent lot; He is knocking down the existing building and will be putting in the pavilion and new paved driveway.
3. The zoning for the project is compliant.
4. Updated engineered blueprints of the building with dimensions were provided.
5. The pavilion will be a wood structure, pole barn type, with a foundation under the masonry portion and a concrete slab underneath. It's design will be similar to the existing pre-engineered metal panel building.
6. No restrooms will be included in the pavilion as it is close to the existing building, which can serve that purpose.
7. The roof material will likely be asphalt shingles, with the final decision up to the owner.
8. There is no lighting on the building itself; parking lot lighting will be provided by three-foot-high bollards, not tall streetlamps.

9. Lighting plan details: two three-foot-high bollards will be placed in the parking lot (one at each specified location), not on the building, to provide minimal illumination for people to see to get to their cars. Taller lights would be better for the lot, as bollards might be obscured by snow.
10. A revised plan showing lighting locations may be needed, but sketching them on the current plan is acceptable for now, and the sketched plan will be stamped.
11. The New York State DOT curb cut has been applied for but has not yet been received.
12. A drainage district is referenced across the two lots; application is pending, with John Schenne working with the town engineer.
13. There was previously standing water between DeLacy's property and this property, but Pete DeLacy has contacted the contractors to clean up, create a berm, and improve the area.
14. The future warehouse is not part of this current application, but the applicant is putting in all the driveway shown,
15. Landscaping is shown on the plans, including six-foot junipers and maples to provide privacy for the pavilion from the road.
16. The location of fire hydrants is shown on the plans.
17. The water service exists but is currently shut off; it will be reconnected for convenience, not for bathrooms, and will eventually feed the boat weeks.
18. A letter from the Elma Water Department is required to confirm their review and approval of the plans,
19. A letter from the fire department has been received.
20. Three outstanding items remain: proof of curb cut approval from NYS DOT, application to create the drainage district, and a letter from Elma Water Department.

The EPB reviewed the short form SEQR. Mr. Cirocco made a motion to check box #2 on the SEQR, the motion was seconded by Mr. Waver. Yes-6 No-0 Motion Carried

A motion was made by James Millard and Seconded by Michael Cleary to give final site plan approval for the parking lot and pavilion at 3031 Transit Road, contingent upon receiving proof of curb cut, approval from NYS DOT, an application for the drainage district, and a letter from Elma Water confirming approval of the water service plan. Yes-6- No-0 Motion Carried

III. Adjourn

Motion to adjourn at 7:15 PM by unanimous consent.

Respectfully submitted,



Barbara Blair

Elma Planning Board Secretary